



# The Greater Kansas City FEDERAL EXECUTIVE BOARD

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## FY 2011

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### STAFF

Cindy Hillman, OPM  
EXECUTIVE DIRECTOR

Larry Hisle, OPM

DATE: August 24, 2011

TO: FEB Members, Alternates, & Training Officers

FROM: FEB Education & Training Committee

## 95<sup>TH</sup> SEMI-ANNUAL PRE-RETIREMENT SEMINAR



### YOUR ROAD MAP TO THE FINAL CHAPTER OF YOUR FEDERAL SERVICE

The Greater Kansas City Federal Executive Board's Education & Training Subcommittee will sponsor their 95<sup>th</sup> Semi-Annual Pre-Retirement Seminar to be held **Wednesday, October 26, 2011 at the Ritz Charles Conference Center, 9000 West 137<sup>th</sup> Street, Overland Park, KS.** This seminar will be held from 8:00 a.m. to 4:15 p.m. with registration *beginning* at 7:30 a.m.

The agenda includes presentations from experts on Thrift Savings Plan, Social Security, Medicare, Long Term Care, Estate Planning, and of course CSRS & FERS. This seminar covers much more than training offered elsewhere and without the pressure from presenters to purchase their services.

**The seminar is designed for federal employees within five years of retirement.** Pre-registration is required and must be submitted by the registration **deadline of October 20, 2011.** Spouses of employees are encouraged to attend. Registration and payment for spouse is required. ***Registration may close at any time as attendance is limited to 300 people.*** The fee for the seminar is only **\$65.00** per person and covers the cost of the instructors, training materials and lunch. .

The Federal Executive Board accepts Purchase Orders, Training forms (please be sure Order#'s, PO's, etc. are included on forms), checks and money orders. Visa and MasterCard are also accepted.

*Please distribute this letter and registration form to all employees.*

# REGISTRATION FORM

## 95<sup>th</sup> Semi-Annual Pre-Retirement Seminar

October 26, 2011 - 8:00 a.m. - 4:15 p.m.

Ritz Charles Conference Center, 9000 West 137<sup>th</sup> Street, Overland Park, KS 66221

THE REGISTRATION FEE OF \$65.00 PER PERSON, INCLUDES FREE PARKING, TRAINING MATERIALS AND LUNCH. **Payment is due prior to the conference date. Faxed reservations are accepted if they contain COMPLETE billing information.**

Registration constitutes a final commitment for the conference. There will be no reimbursement of registration fees due to cancellation or no shows. If you are unable to attend, an alternate representative from your agency will be welcome. NO registrations will be accepted by phone. Deadline for registration fees and payment is **COB October 20, 2011. *Registration may close at any time as we limit attendance to 300 people!***

Arrangements for individuals with special needs, i.e., special meals, must be made in writing and sent to the FEB office along with the completed registration form two (2) weeks prior to the function.

### Payment Information:

\_\_\_\_\_ **Check/Money order.** Make payable to Federal Executive Board.  
*All returned checks will be subject to a \$30.00 service fee to be paid by money order or cashier check.*

\_\_\_\_\_ Our Purchase Order(s) and/or Training Form(s) are attached. **PO or TF Number(s):** \_\_\_\_\_

\_\_\_\_\_ **Charge my Credit Card:** ☐ Visa ☐ MasterCard ☐ Need a Receipt: \_\_\_\_\_  
Give email address

**Credit Card Number:**     **Expiration Date:** \_\_\_\_\_

*Please Print Clearly - Credit Cards will be processed approximately one week prior to the conference or*

☐ Check here if you would like to be charged before the end of the fiscal year.

**Signature:** \_\_\_\_\_

**Card Holder's Phone Number:** \_\_\_\_\_

### Name of Attendees

**Please print clearly or type your name as you wish it to appear on Name Tag.**  
*(The FEB will provide an email confirmation to all individuals who provide current email addresses.)*

	<u>Name</u>	<u>Agency</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

*(Please use a blank piece of paper for additional names.)*

**SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:**

**FEDERAL EXECUTIVE BOARD**  
1500 E. Bannister Road, Ste. 1176, Kansas City, MO 64131  
Phone: (816) 823-5100

**Fax: (816) 823-5104 or email to [larry.hisle@gsa.gov](mailto:larry.hisle@gsa.gov)**

### IMPORTANT REMINDERS

- For those paying by purchase order; or training form; complete registration form with P.O. #(s) or 182's; AND fax to the FEB office **816-823-5104**. If paying by personal check complete registration form. Fax copy of check(s) to **816-823-5104** then *mail all the originals ASAP* to the FEB.
- We suggest you wear layered clothing to ensure comfort since meeting room climates often vary.